

**Billings School District 2**

**SCHOOL FACILITIES**

Safety Program

The Board acknowledges and supports provisions of the Montana Safety Culture Act, including the establishment of District safety committees.

The Board recognizes that surveillance, supervision, and training are key factors in accident prevention relating both to staff and students. While a supervisor cannot prevent all accidents from happening, proper surveillance, supervision, and training can drastically reduce the frequency of accidents.

Responsibilities

Building Principals

A building principal has primary responsibility for identifying safety hazards that may occur between periodic safety inspections, for supervising the instructional staff to assure safety education is conducted as part of the educational program, and for assuring the proper supervision of students. More specifically:

1. Student supervision should start one-quarter (1/4) hour before school begins and end when the last bus has left in the afternoon.
2. Supervision is to be provided at noon, morning and afternoon recesses, and during lunch periods. The principal may use instructional aides and certified staff.
3. Campus and playground safety rules should be communicated annually to the staff, the students, and the parents.
4. Principals are responsible to see that accident reports on the appropriate forms are submitted to the Superintendent.
5. The principal should work closely with the physical education staff, shop staff, and other area staff members whose curricula pose an unusual risk to students, to assure that with the introduction of any new activity or equipment, safety procedures are outlined prior to use.

Director of Facilities Services

The District Director of Facilities Services is responsible for the maintenance of a safe educational environment, including facilities and grounds. More specifically, the Director of Facilities Services should supervise:

1. Regular inspection of all facilities and grounds for safety hazards.
2. Instruction of the operations staff in safe working procedures and the identification of unsafe operations areas.
3. Instruction of operations personnel regarding their specific assignments relative to the safe operation of the system.
4. Review process for selecting, siting, and installing playground equipment, prior to its purchase and installation.

Legal References:      §§ 39-71-1501, et seq., MCA              Montana Safety Culture Act

Policy History:

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